



Maryland Department of Budget & Management

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*Office of the Secretary
Division of Policy Analysis*

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Deputy Secretary

**Amendment #1 to Request for Proposals (RFP)
Management Consulting Services for Maryland State Agencies
Project No. 050R4800277
March 30, 2004**

This Amendment is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The following changes/additions are listed below; new language has been double underlined and marked in bold (ex. **new language**) and language deleted has been marked with a strikeout (ex. ~~language deleted~~).

1. Revise RFP, KEY INFORMATION SHEET

Pre-Proposal Conference:

CHANGE FROM:

April 6, 2004, 10:00 AM (Local Time)
Department of Transportation
State Highway Administration
Office of Maintenance, Training Room
7491 Connelly Drive (Off MD Rt. 176, Dorsey Road)
Hanover, MD 21076
~~See Attachment I for directions~~

CHANGE TO:

April 8, 2004 @ 10:00 AM (Local Time)

Headquarters
Harry Hughes Conference Room – Suite 2 – Ground Floor
7201 Corporate Blvd

See Attachment I (Revised) for directions

2. Replace Attachment I with **Attachment I (Revised)**

3. Revise 1.9 Pre-Proposal Conference

A Pre-Proposal Conference (Conference) will be held on ~~April 6, 2004~~ **April 8, 2004**, beginning at 10:00 AM, at Department of Transportation, **Headquarters, 7201 Corporate Blvd, Harry Hughes Conference Room Suite 2, Ground Floor** ~~State Highways Administration, Office of Maintenance, Training Center, 7491 Connelly Drive (off MD Rt. 176, Dorsey Road), Hanover, MD.~~ Attendance at the Conference is not mandatory, but all interested Offerors are encouraged to attend in order to facilitate better preparation of their proposals. In addition, attendance may facilitate the Offeror's understanding of RFP requirements.

The Conference will be transcribed. A copy of the transcript of the Conference will be made available to potential Offerors at a nominal charge directly from the transcription company. The identity of the company and details of how to obtain a transcript copy will be provided at the Conference. In addition, as promptly as is feasible subsequent to the Conference, a summary of the Conference and all questions and answers known at that time will be distributed, free of charge, to all prospective Offerors known to have received a copy of this RFP.

In order to assure adequate seating and other accommodations at the Conference, it is requested that by 4:00 PM, **April 5, 2004** ~~April 4, 2004~~, all potential Offerors planning to attend return the Pre-Proposal Conference Response Form or call the Procurement Officer at (410) 260-7116 with such notice. The Pre-Proposal Conference Response Form is included as Attachment E to this RFP. In addition, if there is a need for sign language interpretation and/or other special accommodations due

to a disability, it is requested that at least five days advance notice be provided. DBM will make reasonable efforts to provide such special accommodation.

4. Revise, RFP Section 3.2 Proposals

Volume I-Technical Proposal, must be sealed separately from Volume II-Financial Proposal, but submitted simultaneously to the Procurement Officer (address listed in Section 1.6 of this RFP and the Key Information Summary). An unbound original, so identified, and six (6) copies of each volume are to be submitted. An electronic version of both the Volume I- Technical Proposal in MS Word format and the Volume II- Financial Proposal in MS Word or Excel format must also be submitted with the unbound original technical and financial volumes, as appropriate. Electronic media may be 3-1/2" diskette or CD and shall bear the RFP number and name, name of the Offeror and the technical or financial volume number.

5. Revise, RFP Section 3.5.1

Under separate sealed cover from the Technical Proposal and clearly identified with the same information noted on the Technical Proposal, the Offeror must submit an unbound original, six (6) copies, and an electronic version in Microsoft Word or Excel of the Financial Proposal. The Financial Proposal must contain all cost information in the format specified on the Price Proposal Form. The Price Proposal Form must be submitted and completely filled in (no blanks or omissions) and signed by an individual who is authorized to commit the Offeror to the prices, services and requirements as stated in this RFP. See Offeror Responsibilities in Section 1.22.

6. Delete Attachment A, Section 4.1. ~~In consideration of the satisfactory performance of the work set forth in this Contract, the Department shall pay the Contractor in accordance with the labor hour rates or other terms of Exhibit C, Contractor's Financial Proposal, or in its response to a specific Task Order RFP submission, if it contains rates that are lower than those in the Contractor's Financial Proposal. Except with the express written consent of the Procurement Officer, the total amount of all task orders that might be awarded to any single Offeror may not exceed \$1 million during the term of this Contract. Contractor shall notify Procurement Officer, in writing, at least 60 days before payments reach the specified amount. After notification from the Contractor, if the State fails to increase the contract amount, the Contractor shall have no obligation to perform under this Contract after payments reach the stated amount.~~
7. Add, Attachment A, Section 4.1. The consideration to be paid the Contractor shall be determined upon award of each Task Order in accordance with the RFP and the Financial Proposal. Task Order Agreements that are on labor hours or a time and material basis shall include a not to exceed ceiling for payments. Any work performed by the Contractor in excess of the ceiling amount of any Task Order Agreement without the prior written approval of the Procurement Officer is at the Contractor's risk of non-payment.

Proposals will still be due on Monday, April 26, 2004 no later than 2:00 p.m. Should you require clarification of the information provided in this addendum, please contact me at (410) 260-7116 as soon as possible.

Date Issued: March 30, 2004

By <Signed>
Joel B. Leberknight
Procurement Officer

ATTACHMENT I (REVISED)
DIRECTIONS TO THE PRE-PROPOSAL CONFERENCE
MARYLAND DEPARTMENT OF TRANSPORTATION HEADQUARTERS
7201 Corporate Blvd
Harry Hughes Conference Room – Suite 2 – Ground Floor
Hanover, MD 21076
Reception Desk – 410-865-1142

FROM THE SOUTH

From I-97 take MD 100 West to MD 170 North. Take MD 170 North to Stoney Run Rd. (this is an overpass which crosses over MD 170). Make a left at the top of ramp and cross over MD 170. Follow to stop sign. Make a right at stop sign and approximately ½ mile on your left is the entrance to MDOT. (Roads are still under construction in this area.)

From I-95 or BW Parkway take MD 100 East to MD 170 North. Take MD 170 North to Stoney Run (this is an overpass that crosses over MD 170). Make a left at the top of ramp and cross over MD 170. Follow to stop sign. Make a right at stop sign and approximately ½ mile on your left is the entrance to MDOT. (Roads are still under construction in this area.)

FROM THE NORTH

From I-95 or BW Parkway take I-195 to MD 170 South. Take MD 170 South to Stoney Run (this is an overpass that crosses over MD 170 and a left hand turn from MD 170). Make a left at the top of ramp and cross over MD 170. Follow to stop sign. Make a right at stop sign and approximately ½ mile on your left is the entrance to MDOT. (Roads are still under construction in this area.)

